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Office Memorandum · United States Government

: Director of Training

THRU : Chief, Operations School

FROM : Chief, Field Training

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DATE: 7 July 1959

SUBJECT: Weekly Activities Report #26, Field Training,

Period 29 June to 2 July 1959

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program gained momentum during the reporting week, and it is amazing to see the amount of improvement in individual cases after just three separate four-minute presentations.

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Three group sessions were held during the week, each lasting two or more hours and each devoted to a different exercise. The first required the use of a training aid; the second entailed an extemporaneous presentation, the subject of which was assigned , allowing only fifteen seconds for the preparation; 25X1A the third concerned telling a story with a moral. Each speaker was critiqued immediately after his presentation, first by the members of the audience and then, by work load of the staff, the attendance varied as far as individuals were concerned. Except for the CFA and SOC staffs who were engaged full time in a going program, all staffs were well represented; the former will be given the same general program in subsequent weeks.

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The staff, as a whole, is highly receptive to the ideas and is giving out, and, in some cases, individual advice which members are almost eager in their desire to participate. We would unhesitatingly state that the Field Training staff should be noticeably more effective by the time this program ends, and we are already considering what steps should be taken to assure maintenance of the level attained and how to make use of the Doctor's good work with new instructors joining the staff.

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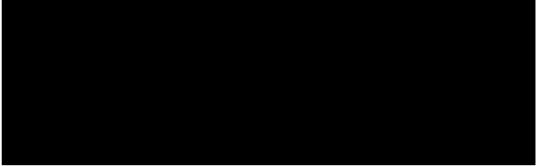
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spent the period, for the purpose of familiarizing 30 June through 2 July, for the purpose of familiarizing himself with certain aspects of the Operations Course, particularly with the sequence of the major subjects and the application of the Tradecraft skills and techniques in the live problems. It is our

It is our opinion that exchanges of materials and ideas such as this are most important and worthwhile in establishing a common base for good instruction in the variety of OTR programs. We encourage more

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of the same and will certainly do our utmost to foster the 25X1A continued cross fertilization. 25X1A who spent 3. We were pleased to see Mrs. 1 July at Field Training to discuss the clerical personnel situation 25X1A a couple of prospective candidates, with us and to show 25X1A for assignment. She was also accompanied OP/TR who was getting her first look at in addition to probably checking up on her husband who 25X1A is a member of OC #8. Nancy and her temporary predecessor, have done well by Field Training, and, as a result, our problems in the secretarial and clerical area are very minor. Not only have replacements been available in good time but there appears to be a sufficient number of suitable candidates in the pipe-line in order to take care of our requirements for the balance 25X1A of the year. vas shown the contemplated BOQ While here, Mrs. arrangements for single girls and we had quite a discussion about the subject in general. As you know, we are going ahead with the 25X1A with the expectation that renovation of one wing 25X1A will be available some time in the not too distant future, for staff housing. Although there are many pros and cons on this subject, everybody was in agreement that the major factor was one 25X1A 25X1A of comparison, i.e., the homelike qualities Actually, with the increase in the number of bachelor girls who are replacing staff wives, a move of this kind would shortly be a necessity. 25X1A 4. Personnel



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of getting acquainted with the personnel and functions of Field Training and to look into the housing situation. As you know, Don was initially considered for the CFA staff. Since his arrival, he has indicated a desire to teach in the Operations Course, and, tentatively, has accepted him pending a review of his file.

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RJS:rb